

## NATIONAL ASSOCIATION OF SUPERVISORS FOR BUSINESS EDUCATION

St. Louis, Missouri, Renaissance – Landmark Ballroom 1

**Report:** Executive Board Meeting

ACTE Conference, 2011

**Date:** Thursday, November 17, 2011

**Members Present:** Todd Farr-CA, Sarah Heath –CO, Roger Fulk-OH, Sandra Porter – AR, Leslie Kerns – MO, Laurie Urich-CO, Kelly Scholl-ND, Kelli Diemer –IA, Leila Walker-MD

Kelli Diemer is serving as parliamentarian.

### **Call to order**

The meeting was called to order at 6:50 am by Laurie Urich, President. Leila Walker was asked to call roll.

### **Approval of minutes**

The minutes from April 22, 2011, at the NBEA Conference were reviewed. There was a motion to accept with correction of page number on page 2 (2 of 2) made by Todd Farr and second by Leslie Kerns. Motion passed.

### **Treasurer Report – Sandra Porter**

Sandra distributed the written report. Disbursements were \$3,443.68 with a balance of \$5,054.92 in checking and \$10,822.84 in a CD. Total funds = \$15,877.76

Report was accepted and filed for audit.

### **Officer Reports**

#### **Kelly Scholl – Past President**

Kelly submitted her final article to the NASBE newsletter this past summer. She worked with the NASBE president to answer questions and prepare for the ACTE conference as needed. She participated in a conference call to help update the NASBE Strategic Plan. She created a draft scholarship application for NACBE members/business education teachers to attend a national conference.

#### **Sarah Heath - President-Elect Report**

As president-elect Sarah has the responsibility for updating the Strategic Plan. The plan can be found at [www.nasbe.us](http://www.nasbe.us). If members want to recommend changes, let Sarah know. Members should review it.

### **Todd Farr – Vice President Report**

Todd updated the NASBE Wiki. He coordinated sessions for today and for the Rap Session. The breakfast today was sponsored by MBA Research and co-sponsored by the business education division. Tonight's event at Shula's is sponsored by Adobe and Certiport. Officers should put documents on the Wiki.

### **Leila Walker – Secretary Report**

Leila made copies of the minutes from the NASBE Executive Board Meeting and the NASBE Business Meeting held at the NBEA Conference 2011 for distribution and approval. She also prepared the sign-in sheets for the Executive Committee Meeting, the Business Meeting, and the NASBE Rap Session for the ACTE Conference.

### **Sandra Porter – Treasurer Report**

Sandra will no longer be able to serve as treasurer. The Bank of America CD needs to have the signature changed. Todd Farr's name is currently on the CD. Suggestion is that there should be two people on all financial documents. Sandra has provided a pin drive with everything on it. The federal ID number and checkbook are clear with the IRS at this time.

### **Roger Fulk – Newsletter Editor and Webmaster Reports**

Roger distributed copies of the NASBE Newsletter Fall 2011. He asked for items for the next newsletter and for updates needed on the Web site.

### **Laurie Urich – President Report**

- Laurie made the following appointments:
- Kelli Diemer – Parliamentarian
- Roger Fulk – Webmaster and Newsletter Editor
- Leslie Kerns – Awards Committee Chair
- Kay Orrell, Barb Bielenberg, and Kelly Scholl – Nominating Committee

She worked with the vice president, Todd Farr, on program needs for NASBE and with president elect, Sarah Heath, regarding the process for soliciting changes for and updating the NASBE Strategic Plan for 2012-2013. She prepared and emailed the agendas for the Executive Committee Meeting and the Business Meeting for the ACTE Conference. She prepared a report for the BE Division meeting. She requested copies of reports from officers and committee chairs and sent an article to the newsletter editor. She will represent NASBE at the ACTE/BE Division Policy & Planning meeting, the Opening Business Ed. Division session, and the Business Meeting of the BE Division.

### **NASBE Committee Reports**

#### **Leslie Kerns – NASBE Awards Report**

The official nomination forms were distributed. Corrections were suggested. The forms will be posted on the Wiki for additional edits from members.

### **Kelly Scholl – NASBE Nominating Committee Report**

Kelly contacted nominating committee members to solicit names for the open NASBE officer positions of vice president and treasurer. Melissa Scott of Nevada is a nominee for the office of treasurer, but the committee has not been able to find a nominee for the office of vice president.

BE Division Committee Reports

### **Sarah Heath - Business Ed Division Report**

The opening session for the business education division will be held from 1:30 to 3:00 in Room 264. CTSO presidents will give greetings.

The ACTE Business Education Division Awards Celebration will be held Friday, November 18, from 3:45 to 4:45 pm. At the local level there needs to be more of a push to nominate candidates for the awards.

There are changes in the future with the structure of the ACTE convention. The title will be different. This topic will be discussed in state association meetings.

### **Unfinished Business**

Kelly Scholl reported that NASBE has not spent the \$3,000 from NACBE. She created and distributed a draft scholarship application for NACBE members/business education teachers to attend a national conference.

### **New Business**

Discussion on membership rules and fees for educators and business representatives will be reviewed. Kellie Diemer, Leslie Kerns, Todd Farr and Laurie Urich will discuss the guidelines via a conference call and present a draft at NBEA in Boston.

A flyer from MBA Research & Curriculum Center was distributed. It featured the *Entrepreneurship Program of Study Resource Kit*.

Officer duty and roles – Combine Webmaster and newsletter chair. Refer to bylaws (This will be old business at next meeting.).

Look at checklist and determine if you are doing everything. Kelly is responsible for updating guidelines.

### **Announcements**

Everyone was reminded to write thank you notes to sponsors.

Thanks to Maurice Henderson for updating the ListServ and to Cengage for sponsoring the ListServ. Thank them for their years of service.

Thanks to Todd for his efforts for this conference.

Laurie distributed a flyer about the conclave this summer that Colorado will host.

**Adjournment**

The meeting was adjourned at 8:01 by Laurie Urich, President.

**Respectfully Submitted by**

Leila Walker, Secretary